

**Andover Township Municipal Clerk's Office  
134 Newton-Sparta Road  
Newton, NJ 07860**

**Phone:** 973-383-4280, ext. 221 or 234  
**Fax:** 973-383-5039  
**Email:** mquinones@andovertwp.org or  
achoka@andovertwp.org

Dear \_\_\_\_\_:

Enclosed is an application and related paperwork to be completed by you in order to use the facilities at the Hillside Park Barn/House as requested. Please fill out the Application and Hold Harmless Agreement and return them to our attention at the above address. A \$100.00 non-refundable fee needs to be submitted with your paperwork. The non-refundable fee will be deducted from your total rental fee unless you cancel your reservation. In the case of cancellation, the fee is forfeited. The completed application, and hold-harmless agreement, along with a check made payable to "Andover Township" in the amount of \$100.00 must be received in this office no later than 2 weeks from the date of this letter.

**IF YOUR PLANS HAVE CHANGED AND YOU ARE NO LONGER INTERESTED IN RENTING THE HALL PLEASE NOTIFY US IMMEDIATELY UPON RECEIPT OF THIS PACKET.**

The balance of the rental fee plus the security deposit fee will be due **in full** 6 (six) weeks prior to your rental date. For rentals that do not leave 6 (six) weeks between the date of application and date of rental, your fees will be due immediately upon request. The following is a summary of the paperwork contained in this packet:

**APPLICATION:** Please fill out completely and return to this office. A copy of the application containing a signature of a Township official will be mailed back to you for your records. You will be required to show this copy at the Police Department Dispatch Desk in order to be given the key to the building.

**BULLETIN; GENERAL INFORMATION; HALL RULES; DIRECTIONS AND FEE SCHEDULE:** Review and retain for your records.

**HOLD HARMLESS AGREEMENT:** Review, sign and return.

Thank you for your interest in the Hillside Park Barn/House. Should you have any questions or require additional information, please do not hesitate to call us at the above listed number.

Sincerely,

Andover Township Municipal Clerk's Office  
Maria Quinones  
Ann Choka

HILLSIDE PARK BARN AND HOUSE  
ANDOVER TOWNSHIP  
134 NEWTON PARTS ROAD  
NEWTON, NJ 07860  
(973) 383-4280 EXT: 221 OR 234

Date: \_\_\_\_\_

Dear Applicant:

Enclosed is your copy of the approved application for use of the facilities at Hillside Park Barn or Hillside Park House. **PLEASE KEEP THIS COPY HANDY AS YOU WILL NEED TO SHOW IT TO THE POLICE DISPATCHER AT THE ANDOVER TOWNSHIP POLICE DEPARTMENT IN ORDER TO BE GIVEN THE KEY TO THE BUILDING.**

At this time, please follow the payment schedule listed below in sending in your payments. Your checks should be made out to "Andover Township". **Please remember to send separate checks to cover the initial non-refundable deposit fee and the security deposit fee.**

**PAYMENT SCHEDULE:**

APPLICANT NAME: \_\_\_\_\_

RENTAL DATE & EVENT: \_\_\_\_\_

RENTAL FEE COST: \_\_\_\_\_

NON-REFUNDABLE FEE: \_\_\_\_\_ \*\*SEPARATE CHECK

BALANCE DUE RENTAL FEE: \_\_\_\_\_ \*\*SEPARATE CHECK

SECURITY DEPOSIT FEE: \_\_\_\_\_ \*\*SEPARATE CHECK

BALANCE OF RENTAL FEE DUE DATE: \_\_\_\_\_

SECURITY DEPOSIT FEE DUE DATE: \_\_\_\_\_

SINCERELY,

THE CLERK'S OFFICE  
mquinones@andover twp.org  
achoka@andovertwp.org

**APPLICATION FOR RESERVATION**

**PRIVATE RENTAL**

**HILLSIDE PARK BARN / HILLSIDE PARK HOUSE**

PLEASE COMPLETE AND RETURN TO: ANDOVER TOWNSHIP  
134 NEWTON-SPARTA ROAD  
NEWTON, NJ 07860  
ATTN: Clerk's Office  
973-383-4280 ext. 221 or 234  
[mquinones@andovertwp.org](mailto:mquinones@andovertwp.org) or [achoka@andovertwp.org](mailto:achoka@andovertwp.org)

NAME: \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
\_\_\_\_\_ EMAIL \_\_\_\_\_

DATE REQUIRED AND PURPOSE OF USE \_\_\_\_\_

AREA TO BE RESERVED HALL/BARN \_\_\_\_\_ HOUSE \_\_\_\_\_

NUMBER OF PEOPLE \_\_\_\_\_ ALCOHOLIC BEVERAGES YES \_\_\_\_\_ NO \_\_\_\_\_ (ALLOWED INSIDE BLDGS. ONLY)

ACTUAL STARTING TIME \_\_\_\_\_ TIME FOR SETTING-UP \_\_\_\_\_ TIME FOR EXITING \_\_\_\_\_

The picnic area and park are public places so it is not possible to assure that those areas will not be in use during your party.

**BUILDINGS AND PARK INFORMATION**

**PARK HOURS ARE FROM DAWN TO DUSK. EVENTS SCHEDULED IN THE BUILDINGS MUST CONCLUDE BY 2 AM.**

**ALCOHOLIC BEVERAGES MUST BE KEPT INSIDE THE BUILDINGS**

**THERE IS LIMITED PARKING ON THE UPPER LEVEL, PLEASE USE THE LOWER PARKING LOT.**

**THE AREA DIRECTLY IN FRONT OF THE BUILDINGS MUST REMAIN OPEN FOR EMERGENCY VEHICLES.**

**THE TOWNSHIP IS NOT RESPONSIBLE FOR ARTICLES LOST OR LEFT IN THE PARK OR BUILDINGS**

**ALL FACILITIES ARE TO BE USED AT YOUR OWN RISK**

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APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

RENTAL FEE \$ \_\_\_\_\_ SECURITY DEPOSIT FEE \$ \_\_\_\_\_

**HOLD-HARMLESS & INDEMNIFICATION AGREEMENT**

1. DEFINITIONS:

- a. Any reference to "I", "We", "Me", and "My" shall mean the individual, organization, or corporation or any such entity who intends to rent said premises.
- b. Any reference to "you", "Yours", and "Yourself" shall mean the municipal corporation known as Andover Township, its agents, servants, employees, or contractors.

2. GENERAL INFORMATION

- a. Complete applicable section:

INDIVIDUAL

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

Work No.: \_\_\_\_\_

ORGANIZATION: (if applicable)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

CORPORATION: (if applicable)

Person Responsible: \_\_\_\_\_

Business Title: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone No.: \_\_\_\_\_

- b. All applicants:

Date: \_\_\_\_\_

Site: \_\_\_\_\_

HOURS SITE IS TO BE NEEDED:

\_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

ACTIVITY TO BE HELD (describe in detail)

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3. I sign this Hold-Harmless and Indemnification Agreement as my voluntary act and by this act agree to hold You harmless and indemnify You in any and all ways from any claims, suits, or other actions whatsoever arising from, caused by, or which are the alleged result of any act or omission whatsoever of

(a) You; or

(b) any guest, invitee, licensee, visitor, or other person present on the premises listed above in order to attend, participate in organize, assist, enjoy, supervise, clean up, transport or in any other way associated with the activity to be held (as described above) on the date listed above.

4. I state that You shall be indemnified by Me and shall be shielded against any and all damages, losses and/or expenses of any nature arising from any claims, suits or other actions whatsoever for either injury or death of any person(s) or for damages or loss of property, attributed to my utilization of the premises under this agreement in any manner whatsoever.

5. I state that the activity listed above will not include the consumption of alcoholic beverages but should any person described in Paragraph (b) consume alcohol or allow or permit others to consume alcohol then I agree to be bound by the terms of Paragraph 6 below.

6. I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to You related to be use of the site listed above:

(a) that I am solely responsible for the dispensing and consumption of all alcohol at all times even during the organizing and cleaning up of the activity to be held, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above, including but not limited to those persons described in paragraph 3 (b) above:

(b) to acknowledge by the signing of this Hold-Harmless that You have no authority, control, or participation in the dispensation or consumption of alcohol on the site and date listed above and that I will take no step, action, or measure to convey the idea that You have promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;

(c) that I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on Your property (which includes the organizing of and cleaning up of the activity to be held;

(d) to comply with all municipal Ordinances as well as state laws relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.

7. I also agree that where the municipal officer signing this Hold Harmless on Your behalf feels I should provide to You a Certificate of Insurance and proof of existing "Special Events Insurance" that I shall provide same to that municipal officer as soon as practicable and not less than two (2) business days before the date of the planned activity. The appropriate municipal officer will check below if this Paragraph is applicable to the activity listed above.

\_\_\_\_\_ Applicable

8. I also agree that I am further obligated to reimburse You for all attorney's fees, experts' fees or such other defense related costs as may be incurred by You to defend Yourself against any litigation, claim, suit, demand for subrogation, or other action which may be issued or instituted against You or judgment which may be rendered at My sole cost and expense pursuant to this Hold-Harmless. It is further agreed that You shall have the sole and exclusive right to be defended by counsel of Your own choosing and be entitled to indemnification by Me for the costs incurred or You may require Me to defend any such action on your behalf and I shall be responsible to pay all costs for such defense. In the event You shall choose to have Me defend any such action on Your behalf it is agreed that You shall remain the final authority as to all decisions made in connection with the defense of such action and You shall be consulted prior to any such decisions being made.

9. By signing this agreement, I voluntarily and affirmatively state that I understand all the requirements of this Hold-Harmless and Indemnification and that I freely sign this Agreement with the explicit understanding that I hold you Harmless and Indemnify You under all circumstances pursuant to this agreement.

10. LEGAL SIGNATURE:

(a) Individual \_\_\_\_\_

on behalf of \_\_\_\_\_  
(organization)

\_\_\_\_\_ (corporation)  
Title \_\_\_\_\_

(b) Municipality \_\_\_\_\_

Title \_\_\_\_\_

**EFFECTIVE APRIL 9, 2018 RENTAL/SECURITY DEPOSIT FEE SCHEDULE –**

**HILLSIDE PARK HOUSE**

**RENTAL FEES**

Andover Twp. Residents- **\$200.00**

Andover Twp. Residents- **\$250.00** for rentals on holiday weekends.

Non-residents- **\$250.00**

Non-residents- **\$300.00** for rentals on holiday weekends.

3 Day House Rental- **\$500.00**

\*The caretaker must meet with renter for final inspection, the week of the event to review requirements. Township based non-profit youth groups and Greater Andover Senior Group, FOP: Toys for Tots, Sustainable Andover: Winter Market, Andover Township 8<sup>th</sup> Grade Dance, Andover Regional Education Foundation, Newton High School Booster Club, New Braves Midget Football for up to three (3) hours **-NO CHARGE- One (1) Free Rental Per Calendar Year Per Organization.**

\*Township non-profits: members of boards and committees, members of the fire department and rescue squad, Township employees- **\$50.00 (limited to one (1) rental per calendar year)**

\*Township non-profits: members of boards and committees, members of the fire department and rescue squad, Township employees- **\$150.00 for rentals on holiday weekends.**

\* Out of town non-profits- **\$200.00**

\* Out of town non-profits- **\$400.00** for rentals on holiday weekends.

A \$100.00 non-refundable fee per rental day to be submitted with completed rental paperwork: said fee to be waived for Township based non-profit youth groups, and Greater Andover Seniors.

**Security Deposit Fees**

Andover Twp. Residents/ non-residents- **\$300.00**

Township based non-profit youth groups, and Andover Seniors Groups- **No Deposit.**

All non-profit service organizations, Township employees, members of boards and committees- **\$100.00**

**Security Deposit**

Upon completion of a satisfactory inspection by the house caretaker, your security deposit will be returned to you in an Andover Township check, within 4 to 6 weeks.

## **HILLSIDE PARK HOUSE**

146 Lake Iliff Road, Newton, NJ 07860

Kindly note, the rental only reserves use for the building, not the parking lot. The rental provides for use of the building only not the park.

Capacity is set by the Fire Sub Code at 50 people. Provided are, 10 long tables (6 ft. each) and 50 chairs.

Prior to your event, arrangements will be made with our caretaker, to familiarize yourself with the building.

The key to the building is held at the Andover Township Police Headquarters, located at 134 Newton Sparta Road, Newton, NJ 07860. The Dispatch Desk is open 24 hours a day, 7 days a week, for your convenience. **Please note, you must show the dispatcher your completed and signed (signed by recreation committee) copy of the approved application. If you do not have this application, you will not be given the key. Only the names listed as the renters on the application will be given the key to the building.** If for any reason you leave the venue during set up, you must lock the building and return the key to the Police Headquarters for safe keeping. Please do not leave the building unlocked at any time.

The building offers a large room with a sink, refrigerator and microwave. We do not provide supplies (tableware, glassware, linens, coffee maker, etc.).

The building is heated and air conditioned. You are allowed to decorate the room but all decorations must be taken down prior to leaving the building at the end of the rental.

All events must be concluded by 2:00 AM.

After each rental, our caretaker will report the condition in which the venue was left. This will determine whether the entire security deposit is returned to the applicant, or, if a deduction, or in extreme cases, the entire security deposit is retained due to damage reported. If no damage is reported, you will receive a check from the town for the amount being held in escrow for security deposit within one month of the rental date.



## HILLSIDE PARK HOUSE RENTAL RULES

Hall must be left in the same condition in which it was rented. The amount of the security deposit returned to you depends on the “**day after**” condition of the facility. There are no exceptions. Hillside House is a **NO-SMOKING** facility. Please be guided by the following:

1. Limited parking which includes handicapped parking is available on upper park level. Majority of parking is in the lower lot.
2. Be sure refrigerator door is closed and entrance doors are closed and locked prior to your leaving the building.
3. Make sure sinks are free from any food clogs. Empty coffee grinds, food and grease into garbage bags.
4. All garbage consisting of glass, plastic and cans (aluminum, metal and tin) must be placed in receptacle marked for recycling. **PLEASE USE THE KEY ON THE KEY CHAIN TO ACCESS THE DUMPSTER LOCATED IN THE LOWER PARKING LOT TO DEPOSIT GARBAGE CORRECTLY. DEPOSIT RECYLING IN DUMPSTER LOCATED ACROSS THE DRIVEWAY IN THE LOWER LOT.**
5. All tables must be cleaned off and returned to original location if moved.
6. Remove all decorations after affair.
7. Any accidents or emergencies may be reported to the Police Department located across the road from building.
8. The key can be obtained from the Police Department located across the road. All items in the Hall become the responsibility of the renter from the time doors are unlocked. Please make sure doors are locked if you should leave the building at any time.
9. A complete inspection of the facility will be made by our Caretaker. Either you or a representative may accompany him.
10. Upon inspection by our Caretaker, a complete report will be forwarded to the Recreation Office for consideration of the return of your security deposit.

**NON-PROFIT SERVICE ORGANIZATIONS MUST FOLLOW CLEAN-UP INSTRUCTIONS LISTED ON THE FEE SCHEDULE SHEET. CLEAN-UP MUST TAKE PLACE BEFORE LEAVING THE FACILITY ON THE RENTAL DATE, NOT THE NEXT DAY.**

**DIRECTIONS TO HILLSIDE PARK – HILLSIDE PARK BARN**

**AND HILLSIDE PARK HOUSE**

**146 LAKE ILIFF ROAD, ANDOVER TOWNSHIP:**

**ROUTE 80W OR 80E TO EXIT 34B (SPARTA-JEFFERSON - RTE. 15N.) CONTINUE ON RTE. 15N FOR 12 MILES TO 2ND SPARTA EXIT (RTE. 517S.) MAKE A LEFT AT END OF THE RAMP. CONTINUE 5 MILES. AT THE 6TH TRAFFIC LIGHT MAKE A LEFT ONTO LIMECREST ROAD (RTE. 669) AT INTERSECTION OF LIMECREST ROAD AND LAKE ILIFF ROAD (BETWEEN ANDOVER TWP. FIRE HOUSE AND SHERIDAN'S LODGE) MAKE A RIGHT TURN ONTO LAKE ILIFF ROAD. HILLSIDE PARK HALL IS JUST UP THE HILL, ON THE LEFT HAND SIDE FROM THAT POINT. PLEASE USE LOWER PARKING LOT.**

**OR**

**ROUTE 80W OR 80E AND ROUTE 206: TAKE EXIT 25 TO ROUTE 206 N TOWARDS NEWTON; AT INTERSECTION OF ROUTE 206 N AND LIMECREST ROAD (RTE 669) MAKE A RIGHT ONTO LIMECREST ROAD (ROUTE 669) AT INTERSECTION OF LIMECREST ROAD AND LAKE ILIFF ROAD (BETWEEN ANDOVER TWP. FIRE HOUSE AND SHERIDAN'S LODGE) MAKE A LEFT TURN ONTO LAKE ILIFF ROAD. HILLSIDE PARK HALL IS JUST UP THE HILL ON THE LEFT HAND SIDE FROM THAT POINT. PLEASE USE LOWER PARKING LOT.**